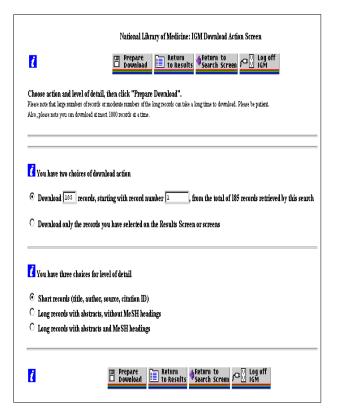
#### PRINTING

To print your search record results, click on the **Print** button at the top of the screen. Printing is a function of your Web browser, not IGM. For full record displays, mark each record you want, and then click on the **Fetch for Display** button. Once displayed, use the Web browser's print function.

### DOWNLOADING/SAVING

Downloading is a way to save your results for future use, as well as provide flexibility in the number and format of the records you retrieve.



Click the **Download to Disk** button, which will display the Download Action Screen. You can then choose to download all the records or only those records already selected, and then receive these records in brief display, full display with abstracts, or full display with abstracts and MeSH headings.

Continue the process by clicking on the **Prepare Download** button, at which point you can download records in the easy-to-read IGM format to view with a word processing program or text editor, or in the tagged MEDLARS format that is suitable for reference manager programs.

Click on **Download Now** to cause IGM to initiate an automatic FTP (file transfer protocol) and download the results to a file on your computer. You should be able to name this file and designate a directory/folder on your computer.

### FULL TEXT OF JOURNAL ARTICLES

One way to obtain the full text of journal articles is by using the Loansome Doc order feature available through IGM. Loansome Doc allows users to order full text copies of articles from a local medical library (local fees and delivery methods may vary).

Users **must** register to use this service. To register, first call your Regional Medical Library at **1-800-338-7657** for a referral to a Loansome Doc participating library. Click on the **Loansome Doc** link on the IGM home page for more information and to complete the registration process.

Once registered, you can select records for ordering and then click on the **Order Documents** button to start the ordering process via Loansome Doc.

Created by Daniel Dollar, Education Coordinator, NN/LM—New England Region, on June 25, 1999.

The brochure is available for free reproduction at <a href="http://www.nnlm.nih.gov/ner/education/">http://www.nnlm.nih.gov/ner/education/</a> as a PDF file.

University of Connecticut Health Center serves as the Regional Medical Library for New England as part of the National Network of Libraries of Medicine.

Revised: 7/29/99



Internet Grateful Med (IGM) can be accessed free from your own computer through the World Wide Web at http://igm.nlm.nih.gov

### IGM FEATURES

- Free access to MEDLINE using NLM's PubMed retrieval engine.
- ➤ Free access to the following databases: AIDSLINE, AIDSDRUGS, AIDSTRIALS, BIOETHICSLINE, ChemID, DIRLINE, HealthSTAR, HISTLINE, HSRPROJ, OLDMEDLINE, POPLINE, SDILINE, SPACELINE, and TOXLINE.
- ➤ Select vocabulary terms from the NLM's Unified Medical Language System (UMLS) Metathesaurus.
- Loansome Doc full text (document) ordering service available.

#### ASSISTANCE AND TRAINING

The blue information icons lead to context sensitive help. An *Internet Grateful Med User's Guide* is also available on the IGM home page.

You may also call toll free for assistance or to inquire about having a member of the NN/LM—New England Region staff do an onsite training session for Internet Grateful Med and other NLM resources at **1-800-338-7657.** E-mail inquires can be sent to dollar@nso.uchc.edu.

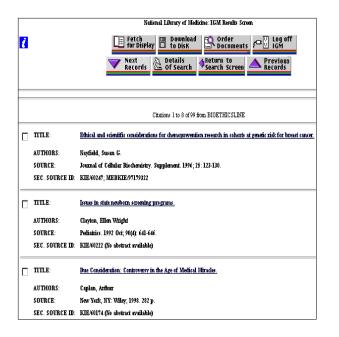
The right side of the page provides links to help topics and other NLM resources, such as MEDLINEplus for consumer health information.

From the left side of the IGM home page you can search a database by clicking on its name. A short description of each database is available by clicking on the appropriate blue information icon.

#### IGM SEARCH RESULTS

Records appear in a brief citation display. The full or long citation display (usually includes an abstract or summary of the record) can be selected by clicking in the check box located next to the title and then clicking on the **Fetch for Display** button.

If you wish to see the full display for every record on a page, simply click on the **Fetch for Display** button without selecting any records. Click on the **Next Records** button to view the next group of records.



Action buttons are located at the top and bottom of the search screen, providing access to all IGM search features available for that specific database.

Click in one of the **Enter Query Terms** boxes to enter your search. Pull-down menus allow you to search

for Subject, Author Name, or Title Word.

The **Apply Limits** section is located on the lower part of the search screen. You can limit your search using the choices found on the pull-down menus; choices and options vary depending on the database. You can limit your search by such criteria as languages, study groups (human or animal), age groups, publication types (such as review or clinical trial articles), and publication years.

Once you have entered your search terms and selected your limits, if any, click on the **Perform Search** button to have IGM run the search.

## USING MESH/META TERMS

Browse the Methathesaurus to find the best term(s) for your search. The Metathesaurus includes Medical Subject Headings (MeSH), definitions, co-terms, and qualifiers.

To use this feature, type your search term in one of the **Enter Query Terms** boxes, making sure the radio button directly to the left of that box is selected, and then click on

National Library of Medicine: Internet Grateful Med Search Screen							
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Tip: bookmark the <u>IGM front screen</u> , not this page. <u>Here's why</u>							
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the **Find MeSH/Meta Terms** button to locate relevant search terms in the Methathesurus. Use the help screens and the *Internet Grateful Med User's Guide* to learn more about this powerful search feature.

### ANALYZE SEARCH

Once you have entered your search terms and before performing the search, click on the **Analyze Search** button for suggestions to improve your search.

# OTHER DATABASES

Click on the **Other Databases** button to carry your search terms from one IGM database to another, where you can perform additional searches.